

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: MAY 9, 2007

REVISED:

# FERNDALE AREA SCHOOL DISTRICT

<b>434. SICK LEAVE</b>	
<b>1. Purpose</b>	<b>The sick leave policy for professional employees shall ensure that employees will receive no less than the minimum sick leave provided under law.</b>
<b>2. Authority</b> SC 1154	<b>The Board shall provide up to ten (10) days annually for sick leave, which shall be cumulative.</b>
SC 1154	<b>The Administration reserves the right to require any employee claiming sick leave pay to submit sufficient proof, including a physician's certification, of the employee's illness or disability.</b>
SC 1154	<b>The Board shall consider the application of any eligible employee for an extension of unpaid sick leave, pursuant to law where applicable, when the employee's own accumulated sick leave is exhausted.</b>
<b>3. Delegation of Responsibility</b>	<b>The Superintendent shall report to the Board the names of those employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.</b>
<b>4. Guidelines</b> Pol. 417	<b>Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.</b>
SC 1154	<b>A sick leave shall commence when the employee, or agent if the employee is sufficiently disabled, reports the absence. A sick leave day, once commenced, may be reinstated as a working day only with the approval of the Superintendent or designee.</b>
SC 1154	<b>Whatever the claims of disability, no day of absence shall be considered a sick leave day on which the employee has engaged in or prepared for other gainful employment, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.</b>

